

UNITED STATES BANKRUPTCY COURT
Central District of California

Instructions Regarding Amendments to Social Security Number

Effective December 1, 2003, the United States Bankruptcy Court for the Central District of California has revised its procedures for amending a debtor's Social Security Number in order to conform with the Judicial Conference Privacy Policy. Please note that the Judicial Conference Privacy Policy does not alter any requirements to provide a full Social Security Number. Rule 1009(a) requires that the debtor give the creditors, trustee, and the U. S. Trustee notice of the amendment. 11 U.S.C. § 342(c) requires that the debtor include his or her full Social Security Number in the notice. These requirements are not affected by the Judicial Conference Privacy Policy and, therefore, remain in effect after December 1, 2003.

Beginning December 1, 2003, the following are required to amend the debtor's Social Security Number:

1. Original *Amended Statement of Social Security Number(s)* (Form B21A) setting forth the debtor's incorrect and amended Social Security Number signed by debtor(s) under penalty of perjury. Please note that Form B21A is not part of the public record and will not be filed in the case file.
2. Original and three copies for chapter 7 and 13 cases or original and six copies for chapter 11 cases of the amended pages one and two of the *Voluntary Petition*.
3. Original and three copies for chapter 7 and 13 cases or original and six copies for Chapter 11 cases of the *Amendment Cover Sheet* (Form B-1008) along with the completed Proof of Service and service list.
4. Clearly specify what is being amended on the *Amendment Cover Sheet* (Form B-1008). For example, *Statement of Social Security Number(s)* or *Voluntary Petition* pages.
5. Rule 1009(a) requires that the debtor give the creditors, trustee, and the U.S. Trustee notice of the amendment. 11 U.S.C. § 342(c) requires that the debtor include the debtor's full Social Security Number in the notice.
6. A **redacted** copy of the notice that was mailed to the creditors, trustee, and U. S. Trustee. The Court's copy of the notice should be redacted to show only the last four digits of the Social Security Number. Please note that the Clerk's Office will not redact the full Social Security Number if listed in the notice.
7. If case is closed, a motion and order to reopen must be filed and accompanied by the filing fee.